



## **DISPATCH LOGISTICIAN**

**Posted by:** JING YI GLASS AND MIRROR INC

**Posting date:** 10-Jul-2024      **Closing date:** 06-Jan-2025

**Education:** College Diploma

**Language:** English

**Job location:** Markham

**Salary:** \$28.5 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4022774

**Expired**

### **Job description:**

#### **Languages**

English

#### **Education**

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

#### **Experience**

1 year to less than 2 years

#### **Work setting**

Warehouse

#### **Tasks**

Compile orders and instructions received from customers  
Plan and organize operational logistics of the organization  
Revise type and quantity of materials required sent for production, construction and other projects  
Track and complete work orders  
Perform routine clerical duties  
Maintain work records and logs  
Compile worksheets and specifications of orders  
Consult with production supervisor to schedule production runs in a cost and time-efficient manner  
Co-ordinate activities with warehouse and production units  
Co-ordinate traffic flow of supplies  
Project management  
Keep track of shipments  
Knowledge of highway trucking and associated rules and regulations  
Maintain vehicle operator work records  
Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment  
Organize and maintain inventory

**Hours and Wage**

\$28.5/hour, 35 hours/week

**Work Location**

Markham, Ontario

Please kindly send your resume to  
[jingyimarkham2024@gmail.com](mailto:jingyimarkham2024@gmail.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jingyimarkham2024@gmail.com](mailto:jingyimarkham2024@gmail.com)**

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